

25.051-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

FOREIGN BROADCAST INFORMATION DIVISION

ILLEGIB



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PREP	1	DATE	30	YR	9
ORIG CLASS	5	DATE	51	REV CLASS	6
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FOREIGN BROADCAST INFORMATION DIVISION
ITEM NUMBER CROSS REFERENCE OF RECORDS CONTROL SCHEDULE

NEW OLD
1 1
2 2
3 3
4 4
5 5
6 6
7 7
8 8
9 9
10 10
11 11a
12 none
13 13
14 14
15 15
16 16
17 17
18 17.1
19 18
20 none
21 28
22 29
23 30
24 31
25 32
26 33
27 33.1

NEW OLD
28 33.2
29 34
30 35
31 36
32 37
33 38
34 39
35 40
36 none
37 none
38 41
39 42
40 43
41 44
42 45
43 46
44 47
45 48
46 49
47 50
48 none
49 none
50 none
51 none
52a 21a(2)
52b 21a(3)
53 51

NEW OLD
54 52
55 53
56 none
57 54
58 55
59 56
60 57
61 58
62 59
63 60
64 61
65 none
66 62
67a none
67b 63a
67c 63b
67d 63c
67e 63d
68 64
69 65
70 19
71 22
72 23
73 24
74 none
75 27
76 26
77 none
78a 21c
78b 21a(1)
78c 21a(4)
78d 21a(5)
78e 21a(8)
78f none
79 21b(2)
80 none

**Permanent Files
of the
Office of Operations**

**Foreign Broadcast Information Division
(Schedule No. 25.051-56)**

Office of the Chief

Item No.

1

CONVENIENCE FILE

Consists of extra copies of letters, memos and studies pertaining to subjects of primary concern of the Division Chief and are maintained for convenience of reference. Subjects include Liaison with BBC, Letters of Instructions, Division Staff Minutes Issuances, OO Staff Meetings and similar documents. Portions of this material are record copies filed by folder title. (1946 to date)

2

DAILY DIARY

Consists of a chronology of daily activities of the Chief and Deputy Chief of the Division. Filed chronologically. (1950 to date)

Administrative Staff

7

EXECUTIVE SUBJECT FILES

Consist of correspondence, reports and studies reflecting the division's policy and procedures for the administration and operation in collecting intelligence information from foreign radio and press broadcasts of news and propaganda and the dissemination of selected information to consumers. Also reflects administrative support to headquarters and field bureaus on matters pertaining to personnel security, budget, finance, travel, supply and similar support functions. Filed according to Agency File Manual.

8

INDIVIDUAL PERSONNEL FILES

b. Native Employees

Consists of individual personnel folders maintained on native employees on a selected basis (folders not maintained for all native employees). Folders contain copies of Employment Agreement, Travel Orders, Notification of Personnel Action and related correspondence. Maintained separate from Executive Subject File for convenience. Filed alphabetically by surname.

Item No.

9

EMPLOYEE RECORD CARD FILES

b. Native Employees

Consists of Employee Record Card (OF Form B) maintained on all native personnel employed at the field bureaus. Card contains summary of data on personnel actions, security, training and other matters necessary for administration of personnel. Filed by Bureaus and alphabetically by surname thereunder.

Liaison Staff

18

TARGET LIST FILE (REQUIREMENTS)

Contains Target Lists prepared each week and sent to all FBIS Editors. List is prepared from memos and telephone calls received from various IAC Agencies and consumers and consolidated in a weekly list. File also contains a master target list which is published quarterly for all FBIS Editors and Monitors. File reflects the guide requirements given to monitors and editors for selecting broadcast information. Filed chronologically.

(1955 to date)

Engineering Staff

NONE

Field Operations Staff

26

STAFF SUBJECT FILE

Consists of correspondence, messages and reports pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. File also reflects the operation of communications network. Specific subjects include Committees, Communications, Dissemination, Equipment and Supplies, Informations, Liaison, Personnel Reports and others. A portion of these files are duplicated in the Executive Subject File (Item #7). Filed according to Agency File Manual.

(1946 to date)

~~CONFIDENTIAL~~

Item No.

27

COLLECTION REQUIREMENT FILE

Consists of copies of requirements and targets recieved from other IAC agencies and offices of CIA together with communication to and from the field concerning the collection requirements. Filed under Routine, Special and Targets.

(1952 to date)

28

COVERAGE FILE

Consists of communications, reports, and schedules pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. Filed by folders titled FBID, Bureaus, Areas, Countries, Planning, Coordination, Reports and Schedules.

(1952 to date)

29

CRUISING REPORTS FILES

Consist of Cruising Report, Form 56-26, sent in by the bureau or prepared by headquarters from teletypes. Contains information on foreign radio programs and schedules collected by cruising monitors. Provides information for the preparation of "Broadcasting Stations of the World" and "Program Schedule of Foreign Broadcasting Stations". Also used to answer inquiries as file reflects a running history of the stations. Filed by country and then chronologically.

(1942 to date)

- a. Voice Stations
- b. Morse Stations

37

PW RECORDINGS

a. These are recordings of American PW's (Korean War) and various selected recordings of VIP's sent in by the Field Bureaus to the Record Center and later transferred from the Records Center to this office.

b. Index - 5.8 card index filed by name and record number.

Radio Propaganda Branch

Item No.

COMMENTARY LIST FILE

Contains record set of Commentary List prepared daily from raw teletypes sent in from the Field Bureaus. Commentary Lists reflect consolidation in easy reading style of all Bureau reports and is used as reference and guide by the analysts for requesting a detailed report from the field on items appearing in the Commentary List. Filed chronologically.
(1949 to date)

52

FBID PUBLICATIONS

These are permanent record sets of bound copies of Radio Propaganda Branch publications which are maintained for historical purposes. (For other permanent publications of FBID see Item No. 78.) Bound publication of RPB include the following:

a. Survey of USSR and the Far East Broadcasts. These reports discuss the Soviet and Far East Orbit radio propaganda in detail but under very general categories such as "Global Affairs", "Western Europe", "The Far East", etc. Issued every two weeks.

b. Trends and Highlights of Moscow and Peking Broadcasts. A brief report on the principal trends of Moscow and Peking Propaganda a comparison of attention given to them, and the subjects on which Moscow and Peking is silent or has little to say. Published weekly.

c. Radio Propaganda Reports. This series presents integral studies of the total monitored propaganda relevant to particular events, intelligence problems, or operational requirements. Issued frequently but irregularly.

Editorial Branch

78

FBID PUBLICATIONS

These are the permanent record sets of FBID publications documenting for the Agency the productions of this division and are maintained for historical purposes. (Except those publications of Radio Propaganda Branch which are bound. They are: Survey of USSR and the Far East Broadcasts and Trends and Highlights of Moscow and Peking Broadcasts. See Item No. 52.)

SECRET

Item No.

78, cont.

a. Daily Report (Bound Copy). This report contains summaries, excerpts, and text from selected current foreign radio broadcasts and press transmissions and is published daily.

b. Item 78 b deleted - see Item 52 c,.

c. Broadcasting Stations of the World. Lists all known radio broadcasting and television stations of the world except those in the continental USA on domestic channels. Published annually. File is maintained solely for retirement purposes.

d. Foreign Press Transmission Schedule. Schedule of foreign press radio transmissions showing location of station, area of its intended audience, time, days used, frequencies, words per minute and point to point transmission. File is maintained solely for retirement purposes.

e. Program Schedule of Foreign Broadcasting Stations. Shows current location of each foreign broadcasting station or network, area of its intended listening audience, ownership, time, frequencies, languages and name of program. New material and revisions are issued regularly as "Station and Program Notes." File is maintained solely for retirement purposes.

f. Press Scrutiny Project. These emphasis reports are prepared by the [] on selected items from the press pertaining []

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2
UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Records Management Staff

DATE: 31 December 1963

FROM : Chief, Administrative Staff, FBIS

SUBJECT: Revision of Records Control Schedule 25.051-56

It is requested that the disposition of items twenty-six, Staff Subject File, and twenty-eight, Coverage File, in the records control schedule cited above be changed to read as follows:

Item 26, Staff Subject File. Temporary. Cut off at end of each calendar year; retain in current files area for one year and transfer to the Records Center for five years and then return to FBIS for review.

Item 28, Coverage File. Temporary. Cut off at the end of calendar year; retain in current files area for two years. Transfer to the Records Center for eight years and then return to FBIS for review.

FOR THE ACTING CHIEF, FBIS

Attachment:

UNITED STATES GOVERNMENT

RMS

Memorandum

TO : Chief, Records Management Staff

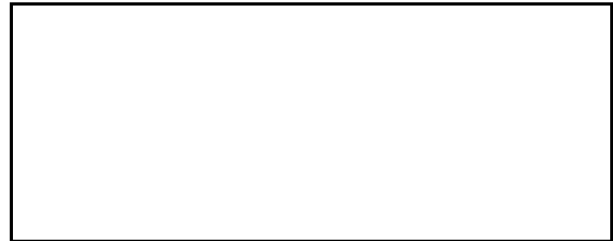
DATE: 23 July 1963

FROM : Chief, Administrative Staff, FBIS

SUBJECT: Revision of Records Control Schedule 25.051-56

It is requested that the disposition of item twenty eight, Coverage File, in the records control schedule cited above be changed to read as follows: Temporary. Cut off at the end of calendar year; retain in current files area for two years. Transfer to the Records Center for eight years and then destroy.

FOR THE CHIEF, FBIS



25X

Attachment (forms 139 completed)

cc: Chief, Records Center

~~SECRET~~

R.D.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

DATE: 3 April 1961

FROM : Area Records Officer, FBID/00

SUBJECT: Revision of FBID Records Control Schedule

It is requested that the following revisions to the FBID Records Control Schedule be approved by your office.

noted
a. Items 45 and 57 be combined (see attachment) resulting in the elimination of item 57. Approval of this request will permit the following disposition of Job 54-208, presently held at Records Center: Destruction of boxes three through twelve, boxes sixteen and seventeen; retention of box two as stated in item 45c and the retention of boxes one, thirteen, fourteen, and fifteen as stated in item 45d.

noted
b. Item 54 be dropped from the Control Schedule. This material is no longer received by FBID.

noted
c. Item 69 (Master Contents Sheet File), Disposition Instructions be changed to read: Temporary. Destroy after six months. This will permit the destruction of Job 57-474 presently held at Records Center.

FOR THE ACTING CHIEF, FBID/00:



cc: Records Center

Attachment



Chief, Records Management Staff

4/11/61
D.H.

SECRET

Deputy Chief, Administrative Staff, WHID

17 March 1959

Chief, Records Management Staff

Revision of Items 44c and 45b, Records Control
Schedule 25.051-56

1. Approval is hereby given for the revision of Items 44c and 45b of your Records Control Schedule. However, thought should be given to the establishment of cut-off periods for those records being retained in office space indefinitely. The use of cut-off periods, preferably on a calendar or fiscal year basis, is an essential, facilitative factor in retiring records to the Records Center when the material is no longer in a current status and when space is at a premium.

2. As the present schedule is almost three years old, serious consideration should be given to its revision as I'm sure a number of changes have taken place since its development in 1956.



25X

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENTTO : ~~Chief, Records Management Staff~~

DATE: 9 March 1959

FROM : Deputy Chief, Administrative Staff, (FBID)

SUBJECT: Revision to FBID Records Control Schedule

It is requested that the attached revisions to the
FBID Records Control Schedule (Items 44c and 45b) be
approved by your office.

FOR THE CHIEF, FBID

Attachment

25X

~~SECRET~~

Records Center

20 March 1957

X1 Attn :

[Redacted]

Changes to Records Control Schedule No. 25.051-56 (FBID)

1. Item No. 52 is revised and copy attached. You are authorized to destroy all Radio Propaganda Reports transferred to the Records Center (not supplemental distribution copies).

2. Item No. 57 is revised and copy attached. This establishes a disposal time for the records transferred to the Records Center on Job No. 54-143.

3. Item No. 78b is deleted from the schedule. See Item No. 52c as revised.

[Redacted]

25X

Attachment

X1 [Redacted]

X1 Mgt/S/RMS/

[Redacted]

Distribution
FBID

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Disposition Branch,
Management Staff

DATE: 13 March 1957

FROM : Records Center
Chief, Records Disposal Section

SUBJECT: Records of FBID

Included in our holdings at the Records Center we find we have thirteen cubic feet of records from FBID under job number 54-143. This material is called It is requested that your office contact FBID for a definite decision as to the final disposition of this material.

The Records Center has never been able to get a commitment on this job from FBID.

Attachment:



SECRET

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 25.051-56) for
the Foreign Broadcast Information Division is
approved and authority hereby given to implement
the disposition instructions contained thereon.

[Redacted Signature Box]

23 April 1956
Date

[Redacted Signature Box]

Chief, Records Disposition By.

3 May 1956
Date

[Redacted Signature Box]

Chief, Records Management Staff

3 May 1956
Date

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00/FBID
25.051-54

FBID

STAT

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RECORDED COPY FOR RELEASE 2005/11/25
 SECRET DP78-00487A000400240002-25.051-56

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION, OFFICE OF THE CHIEF

SCHEDULE NO.

SIGNATURE

TITLE

Admin Officer 13 Apr 56

25X

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	CONVENIENCE FILE Consists of extra copies of letters, memos and studies pertaining to subjects of primary concern of the Division Chief and are maintained for convenience of reference. Subjects include Liaison with BBC, Letters of Instructions, Division Staff Minutes Issuances, OO Staff Meetings and similar documents. Portions of this material are record copies filed by folder title. (1946 to date)	3.2	Permanent. Transfer inactive material to the Records Center when no longer needed. Extra copies will be destroyed.
2.	DAILY DIARY Consists of a chronology of daily activities of the Chief and Deputy Chief of the Division. Filed chronologically. (1950 to date)	.5	Permanent. Cut off at end of each calendar year; retain in current files for two years and transfer to the Records Center.
3.	COURIER CLASSIFIED MAIL RECEIPT FILE Consists of "Classified Mail Receipt" Form 35-16A signed by courier for the pick up of top secret material for delivery from the Division. Filed numerically by Receipt No. (1956 to date)	.1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
4.	REFERENCE PUBLICATION FILE Consists of reproduced copies of publications such as NIE's, NIS's, ORR and similar documents maintained for reference purposes. Filed by type of publication. (1948 to date)	1.5	Temporary. Destroy when obsolete, superseded or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p>CONVENIENCE FILE (READING)</p> <p>Consists of extra copies of all communications signed by the Division Chief or Deputy Division Chief and maintained for convenience of reference. Record copies maintained in Executive Subject File. Filed chronologically. (1952 to date)</p>	1.5	<p>Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>
6.	<p>TOP SECRET DOCUMENT RECEIPT AND LOG FILE</p> <p>Consists of Log Form 38-14 recording all Top Secret material in and out of the Division Signed Classified Document Receipts are attached to Log when documents are sent out of the division. Filed chronologically. (1948 to date)</p>	.3	<p>Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p>

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SCHEDULE NO. 7A000400240002-56

OFFICE, DIVISION, BRANCH

CONCURRENCE

SIGNATURE

OO, FOREIGN BROADCAST INFORMATION DIVISION, ADMINISTRATIVE STAFF

FILE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
7	<p>EXECUTIVE SUBJECT FILES</p> <p>Consist of correspondence, reports and studies reflecting the division's policy and procedures for the administration and operation in collecting intelligence information from foreign radio and press broadcasts of news and propaganda and the dissemination of selected information to consumers. Also reflects administrative support to headquarters and field bureaus on matters pertaining to personal security, budget, finance, travel, supply and similar support functions. Filed according to Agency File Manual.</p> <p>a. Departmental (1954 to date)</p> <p>b. Bureau (1954 to date)</p> <p>(Note: 10 cu. ft. of records dated 1948 thru 1952 are maintained under the old file system. This material is to be screened and active material brought forward to the current files and the remainder retired.)</p>	<p>8</p> <p>10</p>	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2		
8.	INDIVIDUAL PERSONNEL FILES		
	a. Classified Employee		
	Consists of individual personnel folder maintained on all classified employees of FBID Headquarters and field for administrative purposes. Includes extra copies of Personnel History Statement, Personnel Action Request, Notification of Personnel Action, Personnel Qualification Questionnaire, Security Clearance and similar material. Essential material duplicated in Official Personnel Files). Filed alphabetically by surname. (1943 to date)	11	Temporary. Destroy 2 years after separation of employee. Place in inactive file upon separation of employee; retain in current files area for 2 years and destroy.
	b. Native Employees		
	Consists of individual personnel folders maintained on native employees on a selected basis (folders not maintained for all native employees). Folders contain copies of Employment Agreement, Travel Orders, Notification of Personnel Action and related correspondence. Maintained separate from Executive Subject File for convenience. Filed alphabetically by surname.	1.5	Permanent. Upon separation of employee place in inactive file until end of year, then place in Executive Subject File under the Subject "Personnel (Native)", and retire with this group of records.
9.	EMPLOYEE RECORD CARD FILES		
	a. Classified Employees		
	Consists of Service Record Card (SF 7), maintained on all classified employees of FBID, headquarters and field. Card contains summary of data on personnel actions, training, security and other matters necessary for administration of personnel. Filed alphabetically by surname.	.3	Temporary. Place in Individual Personnel Folder upon separation of employee. Upon intra-agency transfer forward to gaining office.
	b. Native Employees		
	Consists of Employee Record Card (OF Form B) maintained on all native personnel employed at the field bureaus. Card contains summary of data on personnel actions, security, training and other matters necessary for administration of personnel. Filed by Bureau.	.2	Permanent. Upon separation of employee place in Executive Subject File under the Subject "Personnel (Native)."
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	<p>CONVENIENCE FILES</p> <p>Extra copies of communications signed by the Chief, Administrative Staff and maintained for convenience of reference. Filed chronologically. (1953 to date)</p>	1	Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 2 years.
11.	<p>ALLOTMENT LEDGER</p> <p>Consists of extra copies of SF 1015A furnished by Fiscal Division for use in verification of transactions. Filed chronologically by fiscal year. (FY 1955 to date)</p>	1	Temporary. Destroy after 1 year. Cut off at end of each fiscal year; retain in current files area for two years and destroy.
12.	<p>COMMUNICATION CONTROL FILES</p> <p>Consists of logs maintained on all classified mail entering or leaving the Division. Filed chronologically. (1954 to date)</p>	1.3	Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files area for 2 years and destroy.
13.	<p>COURIER RECEIPT FILE</p> <p>Consists of Courier Classified Mail Receipt (Form 35-16) signed by courier on pick up of material in the Division for delivery. Filed chronologically. (1954 to date)</p>	1	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
14.	<p>REPRODUCTION REQUISITION</p> <p>Consists of copies of Reproduction Requisition Form 36-2) returned from Reproduction Plant showing due date of completion of job. Maintained as a control for follow-up. Number log maintained in connection therewith for use in assigning Requisition Numbers. Filed numerically by Requisition Number. (Fiscal Year 1955 to date)</p>	.1	Temporary. Destroy after 1 year. Cut off at end of each fiscal year; retain in current files area for 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2		
15.	<p>SUPPLY AND EQUIPMENT REQUISITION FILE</p> <p>Consists of tissue copies of Requisition (Form 88), reproduced copies of Requisitions, copies of Purchase Orders (if any), reproduced copies of Shipping Document. Files reflect the administrative and technical support given to field Bureaus in controlling and expediting supplies and equipment required by the Bureaus. Requisitions originating at field Bureaus are reviewed by the Division and are sometimes rewritten or consolidated prior to submitting them to Logistics. File is closed when advance copy of shipping document is signed and returned by the consignee (Signed copy is also sent to Logistics Office). Record copy maintained in Logistics Office. Filed numerically by Requisition Number.</p> <p>(Fiscal year 1955 to date)</p>	4	Temporary. Destroy individual file when case is closed.
16.	<p>REQUISITION CARD LOG</p> <p>Consists of unnumbered card form or notebook log maintained for the same purpose reflecting Requisition Number, Date, Nomenclature, Field Bureau and related information on all requisitions issued. Used for reference purposes and to assign Requisition Number. Filed by Bureau and by number.</p> <p>(Fiscal year 1955 to date)</p>	.2	Temporary. Destroy after 1 year. Cut off at the end of each fiscal year; retain in current files area for 1 year and destroy.

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RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

SCHEDULE NO.

25,051-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

00, FOREIGN BROADCAST INFORMATION DIVISION, LIAISON STAFF

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
17	<p>STAFF SUBJECT FILE</p> <p>Contains memos, reports and studies reflecting collection requirements and targets, and the evaluations of FBID products. Also reflects the dissemination policies in connection with the distribution of FBID products to the consumer. Contains material on Liaison, Meetings, Security and similar subjects. Reports and studies going to higher echelons and essential material are duplicated in the Executive Subject File (Item #8). Filed according to Agency File Manual. (1955 to date)</p>	3.5	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and retire to the Records Center.
18	<p>TARGET LIST FILE (REQUIREMENTS)</p> <p>Contains Target Lists prepared each week and sent to all FBIS Editors. List is prepared from memos and telephone calls received from various IAC Agencies and consumers and consolidated in a weekly list. File also contains a master target list which is published quarterly for all fbis Editors and Monitors. File reflects the guide requirements given to monitors and editors for selecting broadcast information. Filed chronologically. (1955 to date)</p>	.2	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<p>MAILING LIST CARD FILE</p> <p>Consists of 3x5 card maintained on all individuals, government agencies and other organization (except internal CIA recipient) who are on the mailing list for all reports produced by FBID. Filed by report and alphabetically thereunder.</p> <p>(Current)</p>	.4	<p>Temporary. Destroy individual cards 1 year after removal from mailing list. Place in inactive file upon removal from mailing list; retain in current files area for 1 year and destroy. (Gen. Schedule 3 (3mos.))</p>
20	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of copies of Daily Reports and other publications maintained for reference purposes.</p>	3.5	<p>Temporary. Destroy when obsolete or no longer needed.</p>

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RECORDS CONFIDENTIAL SCHEDULE 5/11/21 : CIA-RDP78-00487A000400240002-2

SECRET

SCHEDULE NO.

25 051 56

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OO, FOREIGN BROADCAST INFORMATION DIVISION, ENGINEERING STAFF

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
21	STAFF SUBJECT FILE Consists of correspondence, teletypes, form documents and issuances reflecting the technical administration of the procurement, installation, maintenance and improvement of technical equipment at the field bureaus. Also reflects staff supervision of technical personnel and budget. Essential material duplicated in Executive Subject File (Item #7). File according to Agency File Manual. (1953 to date)	4.5	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and retire to the Records Center.
22	BUREAU PROJECT FILES a. Project File Consists of correspondence, TWX's, photographs, reports and other documents reflecting the selection and construction of FBID sites for monitoring stations and the installation of equipment. Also reflects major changes or addition to existing field bureaus such as the construction of housing, recreational facilities, and other facilities required at the bureau. Material essentially duplicated in Executive Subject File (Item #7). Filed alphabetically by bureau and thereunder by projects. (1952 to date)	1	Temporary. Destroy 3 years after completion of project. Place in inactive file upon completion of project; retain in current files area for 1 year and retire to the Records Center.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p> <p>SECRET</p>		
	BUREAU PROJECT FILE (CONTINUED)		
	<p>b. Plans and Blueprints File</p> <p>Copies of plans, blueprints, tracings, drawings, working papers and charts prepared by contractors, Logistics Office, Field Bureaus and this Office in connection with construction projects at FBID Field Bureaus. Used as a working file and reference in the technical supervision of the project. Essentially duplicated in Logistics Office. Filed by Bureau.</p> <p>(1952 to date)</p>	10	Temporary. Destroy when obsolete or no longer needed for reference purposes.
23	<p>TECHNICAL REFERENCE FILE</p> <p>Consists of extra copies of memos, technical manuals, photographs, commercial publications and other material pertaining to technical subjects such as antennas, tubes, wiring, testing of special equipment, wire facilities and similar subjects maintained as technical reference. Filed alphabetically by subject. Essential material duplicated in Executive Subject File (Item #7).</p>	1.5	Temporary. Destroy when obsolete or no longer needed for reference purposes.
24	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of magazine, periodicals, extra copies various agencies' publications and commercial publications collected and maintained for technical reference. Publications consist of such titles as Catalogues, Technical Manuals, Proceedings of Institute of Radio Engineers, Electronics, Electrical Communications and similar technical material.</p>	54	Temporary. Destroy when obsolete or no longer needed for reference purposes.
<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25	<p data-bbox="451 957 1188 984">Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p> <p data-bbox="256 993 457 1020">LIBRARY MATERIAL</p> <p data-bbox="256 1041 873 1188">Consists of reference books such as Electrical Engineers Handbook, Vacuum Tubes, Radiation Laboratory Series, Measurements in Radio Engineering, Electrical Code Diagrams, Communication Circuits and similar technical books collected and maintained for reference purposes.</p>	27	<p data-bbox="995 1041 1442 1115">Temporary. Disposal not authorized. Return to Agency Library when no longer needed.</p>

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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

SECRET

SCHEDULE NO. 25.051 - 56

25X

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION, FIELD OPERATIONS STAFF

Chief, Field Operations Staff 23 July 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
26	STAFF SUBJECT FILE <p>Consists of correspondence, messages and reports pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. File also reflects the operation of communications network. Specific subjects include Committees, Communications, Dissemination, Equipment and Supplies, Informations, Liaison, Personnel Reports and others. A portion of these files are duplicated in the Executive Subject File (Item #7). Filed according to Agency File Manual. (1946 to date)</p>	5	<p>Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.</p>
27	COLLECTION REQUIREMENT FILE <p>Consists of copies of requirements and targets received from other IAC agencies and offices of CIA together with communication to and from the field concerning the collection requirements. Filed under Routine, Special and Targets. (1962 to date)</p>	1	<p>Permanent. Disposal not authorized. Retain in current files area until no longer needed then transfer to Records Center.</p>
28	COVERAGE FILE <p>Consists of communications, reports, and schedules pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. Filed by folders titled FBID, Bureaus, Areas, Countries, Planning, Coordination, Reports and Schedules. (1952 to date)</p>	1	<p>Temporary. Cut off at the end of calendar year; retain in current files area for two years. Transfer to the Records Center for eight years and then destroy.</p>
<p>APPROVED</p>			<p>CIA Records Administration Officer</p>

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

RECORDS CONTROL SCHEDULE 505/11/21 : CIA-RDP78-00487A000400240002-2

SCHEDULE NO.

25,051 - 61

CONCURRENCE

OFFICE, DIVISION, BRANCH

00, FOREIGN BROADCAST INFORMATION DIVISION, FIELD OPERATIONS STAFF

TITLE Acting Chief
Field Operations Staff

DATE

30 Dec. 1963

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
26	STAFF SUBJECT FILE Consists of correspondence, messages and reports pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. File also reflects the operation of communications network. Specific subjects include Committees, Communications, Dissemination, Equipment and Supplies, Informations, Liaison, Personnel Reports and others. A portion of these files are duplicated in the Executive Subject File (Item #7). Filed according to Agency File Manual. (1946 to date)	5	Temporary. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center for five years and then return to FBIS for review.
27	COLLECTION REQUIREMENT FILE Consists of copies of requirements and targets received from other IAC agencies and offices of CIA together with communication to and from the field concerning the collection requirements. Filed under Routine, Special and Targets. (1962 to date)	1	Permanent. Disposal not authorized. Retain in current files area until no longer needed then transfer to Records Center.
28	COVERAGE FILE Consists of communications, reports, and schedules pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. Filed by folders titled FBID, Bureaus, Areas, Countries, Planning, Coordination, Reports and Schedules. (1952 to date)	4	Temporary. Cut off at the end of calendar year; retain in current files area for two years. Transfer to the Records Center for eight years and then return to FBIS for review.

APPROVED

CIA Records Administration Officer

14 Jan 64
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
<div>SECRET</div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</div>			
29	<p>CRUISING REPORTS FILES</p> <p>Consist of Cruising Report, Form 56-26, sent in by the bureau or prepared by headquarters from teletypes. Contains information on foreign radio programs and schedules collected by cruising monitors. Provides information for the preparation of "Broadcasting Stations of the World" and "Program Schedule of Foreign Broadcasting Stations". Also used to answer inquiries as file reflects a running history of the stations. Filed by country and then chronologically. (1942 to date)</p> <p>a. Voice Stations</p> <p>b. Morse Stations</p>	9	<p>Permanent. Disposal not authorized. Retain indefinitely in current files area.</p>
1.2			<p>Permanent. Disposal not authorized. Retain indefinitely in current files area.</p>
30	<p>CODING CARD FILE</p> <p>Consists of "Broadcasting Stations of the World", Form 56-80 containing coded information from which machine record cards are punched. File reflects frequency, power record and ownership of all broadcasting stations of the world and are used in the publication of "Broadcasting Stations of the World". Also serves as index to code numbers assigned to each station. Filed by country and numerically by station code numbers (current)</p>	2	<p>Temporary. Destroy deleted cards two months after publication.</p>
<div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</div>			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2			
31	<p>BROADCAST INFORMATION SECTION SUBJECT FILE</p> <p>Consists of copies of communications, transitory material such as requests for information, copies of agency issuance and other reproduced publications on such subjects as Coverage, Jamming, Language Aids and others. File also contains reproduced maps and copies of administrative instructions to the field bureaus. Record material essentially duplicated in Staff Subject File (Item #26). Classified and unclassified files maintained separately and are filed according to Agency File Manual.</p> <p>(1949 to date)</p>	3	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 3 years and destroy.</p>
32	<p>COUNTRY FILE</p> <p>Consists of background information collected from various sources and used as a reference in preparing schedules and as a history of foreign stations. Contains State, Army, Navy, Air and Commerce Reports and various Agency reports and copies of teletypes. File also contains newspaper and magazines. Filed alphabetical by country in classified or unclassified file.</p> <p>(1942 to date)</p>	15	<p>Temporary. Destroy when obsolete or no longer needed.</p>
33	<p>LIBRARY MATERIAL</p> <p>Consists mainly of foreign language dictionary used as reference in translations.</p>	4	<p>Temporary. Disposal not authorized. Return to CIA Library when no longer needed.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
34	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2		
	REFERENCE PUBLICATION FILE		
	<p>a. Consists of copies of foreign magazines and newspapers and other publications pertaining radio and broadcasting collected and maintained for reference purposes. Filed by country and by publication thereunder.</p>	20	Temporary. Destroy when obsolete or no longer needed.
	<p>b. Consists extra copies of publications issued by FBID and retained solely for reference purposes and for distribution.</p>		
			Temporary. Destroy when obsolete or no longer needed. (Except that sole copies of all publications dated prior to 1 April 54 will be transferred to the Records Center for permanent retention).
	(1) Program Schedules		
	<p>These files consist of copies of publications separated into cumulative files by country.</p>	6	
	(2) Station and Program Notes		
	<p>These are a chronological set of files reflecting all charges to the program schedules.</p>	5	
	(3) Extra Copies		
	<p>These are extra copies of publications retained primarily for distribution purposes.</p>	16	
<div>SECRET</div> <div>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</div>			

Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

SCHEDULE NO. 25-651-56

SECRET

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION, RADIO PROPAGANDA
BRANCH

CONCURRENCE

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
38	BRANCH SUBJECT FILE Consists of copies of processed material and extra copies of documents pertaining to subject folders such as Meetings, Personnel, Security, Training and similar subjects maintained for administrative purposes. Filed according to Agency File Manual. (1954 to date)	2	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
39	CONVENIENCE FILE (READING) Consists of extra copies of all communications signed or prepared by the Branch Chief. Maintained as a ready reference. Filed chronologically. (1953 to date)	.4	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
40	COMMENTARY LIST SUSPENSE FILE Consists of raw teletype reports received from field stations summarizing information of interest as required. Teletypes are used to prepare a daily Commentary List for circulation and use of the analyst. File is maintained as a suspense as all items are published in the Commentary List. Copy of list is filed with the teletypes. Record copy of Commentary List is filed in Item #46. Filed chronologically. (Current)	1.5	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing of current date.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2			
41	<p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of extra copies of published reports prepared by the branch and maintained for reference purposes or until bound copy has been received. Consists of Trends and Highlights, Surveys, Radio Propaganda Reports and others.</p>	.3	<p>Temporary. Destroy upon receipt of bound copy.</p>
42	<p>CENTRAL RESEARCH ADMINISTRATIVE FILE</p> <p>Consists of copies of messages and correspondence to and from the field with regard to Commentary List. Contains instructions and procedures as to topics, deadlines, clarifications and other administrative matters in connection with Commentary List. Filed chronologically.</p> <p>(1949- to date)</p>	.5	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.</p>
43	<p>AREA AND TOPIC FILE</p> <p>Consists of background information maintained for use of branch personnel in preparing reports. Contains copies of Radio Propaganda Branch Surveys, and Reports together with individual analysts contribution, ONE Reports, Information Reports (non FBID), Special Reports (published and unpublished) newspaper clippings, Graphs and Figures and other material. Filed by Global Topics and by Areas, countries and subjects within country.</p> <p>(1948 to date)</p>	24	<p>Temporary. Destroy when obsolete or no longer needed.</p>

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Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
44	<p>Approved For Release 2005/12/12 : CIA-RDP78-00487A000400240002-2</p> <p>AREA AND BEAM DATA FILES</p> <p>a. Beaming Slip</p> <p>Consists of Form 90 "Beaming Slip" (Soviet Propaganda) prepared from Commentary Lists showing number of commentaries made by Soviet on each event or topic. File is used by analysts for research purposes. Filed by Western Events, Orbits Events and Topics. (1949 to date)</p> <p>b. Tally Sheet</p> <p>Consists of unnumbered sheet prepared weekly from Commentary Lists showing commentaries made from Radio Moscow in a language for a certain country. These are used to prepare quarterly summaries and statistics such as beam analysis and area analysis and figures are used in various reports. Filed chronologically. (1949 to date)</p> <p>c. Tally Sheets</p> <p>Consists of unnumbered sheets prepared weekly from Peking Commentary Lists. These are used to prepare quarterly summaries and statistics such as beam analysis and area analysis; figures are used in various reports. Filed chronologically. (1952 to date)</p>	<p>5</p> <p>.5</p> <p>4.</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for three years and transfer to the Records Center.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
45	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p> <p>PROPAGANDA INDICATOR FILES</p> <p>a. Newswatch Data File Consists of newsletter prepared weekly from raw teletypes sent in for Newswatch requirements showing number of times Radio Moscow beams to USSR on selected topics. Contains related correspondence and instructions to the field in connection therewith. File is used by analysts for research data. Filed chronologically. (1952 to date)</p> <p>b. Newswatch Teletype Reports Consists of copies of raw teletype reports received from field bureaus in connection with Newswatch requirements. Files reflect broadcasts monitored on Radio Moscow pertaining to selected topics and Peking Home Service monitored summaries. Teletypes are used to prepare weekly newsletter. (Jan. 1961 to date - Radio Moscow) (Jan. 1960. to date - Peking Home Service)</p> <p>c. Consists of copy, reports and lists concerning</p> <p>each other. Transferred to Records under Job 54-1143 (13 boxes) and Box No. 2 of Job 54-208 is covered by this item.</p> <p>d. Hostility Indicators Sample material for Hostility Indicators relative to Korean and Vietnamese Wars. Transferred to Records Center Under Job 54-208 Moscow transmitter re Korea Box 1 Indochina transmitters Boxes 13, 14 & 15</p> <p>e. Completed Indicator Projects Will consist of material collected by analysts that reflects Hostility Indicators.</p>	<p>1</p> <p>5</p>	<p>Temporary. Destroy when no longer needed. Retain in current files area until destroyed.</p> <p><i>after transfer to Rec. Ctr. R.D. 7-19-61</i></p> <p>Temporary. Review for destruction every five years. Cut off at end of each calendar year; retain in current files area one year and transfer to the Records Center.</p> <p>Temporary. Review for destruction every five years. Beginning January 1961.</p> <p>Temporary review for destruction every five years. Beginning January 1961</p> <p>Temporary. Hold in current files area until project is completed. Transfer to the Records Center and review for destruction five years from date of transfer.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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45	<p>NEWSWATCH FILES</p> <p>a. Data File</p> <p>Consists of newsletter (unnumbered form worksheet) prepared weekly from raw teletypes sent in for Newswatch requirements showing number of times Radio Moscow beams to USSR on selected topics. Contains related correspondence and instructions to the field in connection therewith. File is used by analysts for research data. Filed chronologically. (1952 to date)</p> <p>b. Teletype Reports</p> <p>Consists of copies of raw teletype reports received from field bureaus in connection with Newswatch requirements. Files reflect broadcasts monitored on Radio Moscow pertaining to selected topics and Peking Home Service monitored summaries. Teletypes are used to prepare a weekly newsletter for the analysts information and reference. Filed chronologically. (1953 to date -Radio Moscow) (1957 to date-Peking Home Service)</p>	.5	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>8.</p> <p>Temporary. Destroy after 10 years. Cut off at end of each calendar year; retain in current files area for 3 years and transfer to the Records Center</p>
46	<p>COMMENTARY LIST FILE</p> <p>Contains record set of Commentary List prepared daily from raw teletypes sent in from the Field Bureaus. Commentary Lists reflect consolidation in easy reading style of all Bureau reports and is used as reference and guide by the analysts for requesting a detailed report from the field on items appearing in the Commentary List. Filed chronologically. (1949 to date)</p>	6	<p>Permanent. Disposal not authorized. Transfer inactive material to the Records Center when no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2		
47	<p>COMMUNIST SPEECH FILE</p> <p>Consists of full text of speeches made by Communist personalities. Speeches are taken from daily reports and other sources. Files are used for reference and research purpose# by the analyst. Filed by area and thereunder by name of speaker.</p> <p>(1945 to date)</p>	14.5	Temporary. Disposal not authorized. Retain in current files area indefinitely.
48	<p>PERSONALITY CARD FILE</p> <p>Consists of 5x8 card maintained on Soviet commentators and other Soviet Party members. Cards contain biographic information taken from the Daily Reports and other sources. Filed alphabetically by name.</p>	2	Temporary. Destroy when obsolete or no longer needed.
49	<p>JOINT PRESS READING SERVICE FILE</p> <p>Consists of translations of items taken from the Soviet Daily Press and periodicals. File is maintained by foreign and domestic and chronologically under each.</p>	.4	Temporary. Destroy when obsolete or no longer needed.
50	<p>PRESS SCRUTINY FILE</p> <p>Consists of items selected by the field bureaus from local press and forwarded to this office by teletype. Filed chronologically under bureaus.</p>	1.5	Temporary. Destroy when obsolete or no longer needed.
51	<p>TABLE OF CONTENTS FILE</p> <p>These are table of content pages taken from the Daily Reports and maintained as an index for research purposes. Filed by area and chronologically thereunder.</p>	1.5	Temporary. Destroy when obsolete or no longer needed.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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52	FBID PUBLICATIONS These are permanent record sets of bound copies of Radio Propaganda Branch publications which are maintained for historical purposes. (For other permanent publications of FBID see Item No. 78). Bound publication of RPB include the following: a. Survey of USSR and the Far East Broadcasts. These reports discuss the Soviet and Far East Orbit radio propaganda in detail but under very general categories such as "Global Affairs", "Western Europe", "The Far East", etc. Issued every two weeks. b. Trends and Highlights of Moscow and Peking Broadcasts. A brief report on the principal trends of Moscow and Peking Propaganda a comparison of attention given to them, and the subjects on which Moscow and Peking is silent or has little to say. Published weekly. c. Radio Propaganda Reports. This series presents integral studies of the total monitored propaganda relevant to particular events, intelligence problems, or operational requirements. Issued frequently but irregularly.	3 3 3	<i>Change date 20 March 57</i> Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files. Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
52	<p>FBID PUBLICATIONS</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p> <p>SECRET</p> <p>These are permanent record sets of bound copies of Radio Propaganda Branch publications which are maintained for historical purposes. (For RPB publications not bound and other permanent publications of FBID see Item No. 76). Bound publication of RPB include the following:</p> <p>a. Survey of USSR and the Far East Broadcasts. These reports discuss the Soviet and Far East Orbit radio propaganda in detail but under very general categories such as "Global Affairs", "Western Europe", "The Far East", etc. Issued every two weeks. -3-</p> <p>b. Trends and Highlights of Moscow and Peking Broadcasts. A brief report on the principal trends of Moscow and Peking propaganda, a comparison of attention given to them, and the subjects on which Moscow and Peking is silent or has little to say. Published weekly. -3-</p>		<p>(Revised)</p> <p>Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files</p> <p>Permanent. Disposal not authorized. Transfer to the Records Center in annual blocs when no longer needed in current files</p>
53	<p>COMMUNIST EDITORIAL FILE</p> <p>Consists of clippings taken from the Daily Reports reflecting all Pravda and Peoples Daily Editorials. Used for reference and research purposes by analysts. Filed chronologically by paper.</p> <p>(1952- to date)</p>	2.8	<p>Temporary. Destroy when no longer needed.</p>
54	<p><input type="checkbox"/> SUMMARIES FILE</p> <p>Consists of daily summaries prepared at <input type="checkbox"/> reflecting Moscow broadcasts in summary form monitored at <input type="checkbox"/> Filed chronologically.</p> <p>(1953 to date)</p> <p><i>Discontinued 4-3-67 per FBID memo. RD</i></p>	6.5	<p>Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.</p> <p>SECRET</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2			
55	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of extra copies of processed publications maintained in the Central Research Files and by individual analysts solely for convenience of reference. Files contains various publications of CIA including the Daily Report of FBID and FDD publications. Contains copies of publications such as State Departments "Psychological Intelligence Digest" and "Current Foreign Relations" and publications of other government agencies. Also contains commercial published magazines, journals and newspapers such as New Times, New York Times, and publications of foreign governments. Filed by type of publication.</p>	133	Temporary. Destroy when obsolete or no longer needed for reference purposes.
56	<p>LIBRARY MATERIAL</p> <p>Consists of books obtained from the library on an indefinite loan basis. They include various foreign language dictionaries, Whos Who and others.</p>	14	Temporary. Disposal not authorized. Return to the Library when no longer needed.
57	<p>PROPAGANDA FILES (ANALYSTS) <i>(revised)</i></p> <p>Consists of raw teletype copy received from various Field Bureaus which reflect monitored broadcast propaganda beamed from Communist countries. Files also contain working papers such as notes, charts, copies of special reports, copies of survey memos, commentary lists and similar documents collected and used for the preparation of various propaganda reports and surveys published by FBID. Files are maintained separately by individual analysts according to area and country assignment or by global topics such as Amity, Peace Campaign and Hostility as assigned to an analyst. Files arranged by Global, Area and Country. (1950 to date)</p>	155	Temporary. Disposal not authorized. Cut off at end of each calendar year retain in current files area for 2 years and transfer to the Records Center. (Except that duplicate copies of material maintained solely for reference purposes will be destroyed).
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SECRET

SCHEDULE NO.

250051-56

CONCURRENCE

OFFICE, DIVISION, BRANCH

00, Foreign Broadcast Information Division, Editorial Branch

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
58	<p>BRANCH SUBJECT FILE</p> <p>Consists of correspondence, teletype messages, and reproduced or published material accumulated for administrative and reference use of the Branch Chief. File contains material pertaining to the selection, processing and editing of monitored broadcast information and the preparation of reports such as The Daily Report, Economic Abstracts, etc. File also contains copies of Guide Requirements from various consumers and administrative messages to and from the field editors. Essential material duplicated in the Executive Subject File. Filed according to Agency File Manual. (1954 to date)</p>	5	<p>Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.</p>
59	<p>SIGNAL SERVICE FILE</p> <p>Consists of unnumbered teletype messages requesting routine information such as reruns, correction, spelling, verifications and various other requests for wire services which upon reply have little or no reference. Filed chronologically. (1955 to date)</p>	2.5	<p>Temporary. Destroy after 6 months. Maintain a 6 month level; thereafter destroy the oldest month upon filing the current month.</p>
60	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of extra copies of publications maintained for reference and distribution. Includes Field Manual, Style Manuals, Daily Reports and similar published material.</p>	8	<p>Temporary. Destroy when obsolete or no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2			
61	WIRE ROOM (OPERATIONAL FILES) CENTRAL RECORDS	SECRET	
	a. Consists of extra copies of all administrative messages to and from the various Field Bureaus. Files are maintained for wire room service and are duplicated in the various administrative elements of the Division. Filed by Field Bureau and chronologically thereunder. (1955- to date)	3	Temporary. Destroy after 6 months. Cut off at end of June and December each year; retain in current files area for 6 months and destroy.
	b. Consists of copies of all incoming operational teletypes of monitored broadcasts of the various Bureaus (originals of teletypes go to the various editors). These files are maintained primarily as a wire room function and are seldom used for reference purposes. Essential material is duplicated in the daily report. Filed by station and chronologically thereunder. (Current)	18	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing current date.
	c. Consists of drafts of all outgoing administrative messages maintained for possible errors in transmission of message. Filed chronologically. (Current)	1	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing current date.
62	MESSAGE LOGS		
	a. Consist of Signal Center Number Log (Form 35-42) maintained on all administrative messages in and out of the wire room. Cards shows number assigned, date and time. It is used for number assignment on all outgoing and for verification or check on missing messages on incoming. Filed by Bureau and numerical thereunder.	.3	Temporary. Destroy 3rd filled card upon starting a new card.
	b. Consists of unnumbered log form maintained on a selective basis on operational messages to and from the Bureaus. Filed chronological under source or addressee of message. (1954)	1.5	Temporary. Destroy after 3 months. Cut off at end of each quarter; retain in current files area for 3 months and destroy.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2			
63	<p>BBC WIRE</p> <p>Consists of retained copies of teletypes sent in from one bureau for transmission to BBC. This material is not edited and is only sent in for retransmission service. Files are not used by FBID and is maintained only for possible correction in transmission. Filed chronologically.</p> <p>(Current)</p>	.5	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing current date.
64	<p>WIRE SERVICES FILES</p> <p>a. Consists of record copies of teletypes messages containing monitored material which has been edited and transmitted to various consumers. This a fast wire service to the consumer so that they may receive the important news items expeditiously. Files are essentially duplicated in the Daily Report which are received by the consumer at a later time. File presently contains "B" wires and may contain similar ones at a future date. File by type of wire and chronologically thereunder.</p> <p>(1954-to date)</p> <p>b. Consists of editors copy of incoming material which has been edited and becomes the draft for the outgoing messages to the consumers.</p> <p>(Current)</p>	4	Temporary. Destroy after 18 months. Maintain a 4 month level; thereafter transfer to the Records Center in 2 month blocs.
65	<p>B-WIRE LOG</p> <p>This is a daily log maintained by country showing items sent. Maintained for reference purposes.</p> <p>(Current)</p>	1	Temporary. Destroy after 4 months. Maintain a 4 month level; thereafter destroy oldest date upon filing current date.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
67	<p>EDITORS' FILES (CONTINUED)</p> <p>c. Reference Publication File - Consists of extra copies of FBIS publications such as Daily Report and CIA and other government agency publications such as NIS, Gazetteers, Air Maps, Industrial Registers and others. Also contains common newspapers and magazines such as New Times and Reporter.</p> <p>d. Library Material - Consists of library books such as Foreign Language Dictionary, Who's Who, Political Handbook, Congressional Directory, Yearbook and similar books maintained for reference purposes.</p> <p>e. Personality Card Files - Consists of card files maintained on key personalities of countries showing name of individual and office, cabinet position or diplomatic title held. Card files are also maintained on newspapers and correspondents. Files are used by editors for reference purposes and are essentially duplicated in FBID Library.</p>	57	Temporary. Destroy when obsolete or no longer needed.
		14	Temporary. Disposal not authorized. Return to agency library when no longer needed.
		4.2	Temporary. Destroy when no longer needed.
68	<p>PRODUCTION REPORTS FILE</p> <p>Consists of production reports prepared weekly showing number of stencils typed by each clerk for each day. Used to prepare personnel evaluations and for time and attendance purposes. Filed chronologically.</p>	5	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
69	<p>MASTER CONTENTS SHEET FILE</p> <p>Consist of the Daily Report "Master Content Sheet", unnumbered form, prepared by Production Section. This form shows the report number, date, requisition number, book (area) number of pages in a book by area, by voice, press and total of both and full total. The number of pages produce on the "White Book" is added at bottom of page. Used to make production reports when called upon. Filed chronologically.</p>	2	<p>Temporary. <i>Destroy after 6 months per</i> Disposal not authorized. <i>2817</i> Cut off at end of each calendar year <i>memo</i> Maintain a 5 year level in current <i>4-3-61</i> files area. At end of each year thereafter transfer the oldest year of accumulation to the Records Center. <i>RD 4/1/61</i></p>

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SCHEDULE NO. 25,051-56

SECRET

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OO, Foreign Broadcast Information Division, Editorial Branch,
Library

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
70	<p>DIPLOMATIC AND CABINET LIST CARD FILES</p> <p>a. Consists of 5x8 cards containing names of individuals and their diplomatic or cabinet position held. Information is obtained from various publications and from the State Department. Filed alphabetically by country. (Current)</p> <p>b. Consists of 3x5 card maintained on pending changes to diplomatic lists. Changes are published each week.</p> <p>c. Extra copies of cabinet and diplomatic list cards maintained for supplemental requests.</p> <p>d. Memos to Headquarters office and wires to the Bureaus showing changes to be made to Cabinet and Diplomatic Lists.</p>	<p>1</p> <p>.2</p> <p>3.5</p> <p>.2</p>	<p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Destroy when change is incorporated in current cards.</p> <p>Temporary. Destroy when no longer needed.</p> <p>Temporary. Destroy when no longer needed.</p>
71	<p>LIBRARY MATERIAL</p> <p>Consists of reference books obtained through CIA Library such as the Encyclopedia Britannica, The Encyclopedia Americana, Whos Who, Facts on File, Statesman Yearbook, N.Y. Times Index, Whitakers Almanac and similar books maintained for reference purposes.</p>	<p>45</p>	<p>Temporary. Disposal not authorized. Return to Agency library when no longer needed.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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72	<p>REFERENCE PUBLICATION FILE</p> <p>Consists of periodicals newspapers and copies of Agency publications such as Gazetteers, NIS's and copies of publications of other government agencies maintained for reference purposes. Filed by type of publication.</p>	32	Temporary. Destroy when superseded or obsolete or no longer needed.
73	<p>AREA REFERENCE FILE</p> <p>Consists of copies of State Dispatches, CIA reports, BR runs and other reference publications maintained as reference and for research purposes. Filed alphabetically by country and thereunder by General, Biographic and Geographic guides.</p>	10	Temporary. Destroy when obsolete or no longer needed for reference purposes.
74	<p>SUBJECT REFERENCE FILE</p> <p>Consists of various types of reference material not pertaining to a specific country but maintained as a reference aid. Subjects include: World Press, Peace Conference, United Nations, Lists of Newspapers and other similar subjects. Filed by subject folders.</p>	2	Temporary. Destroy when obsolete or no longer needed.
75	<p>LIBRARY LOAN RECORD</p> <p>Consists of Library Document, Book and Periodical Request, Form 310, maintained on documents obtained from the Library on a loan basis. Arranged in Pending, Current, Completed Filed by titles.</p>	.2	Temporary. Destroy upon return of material to the Library.
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
78	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000400240002-2</p> <p>SECRET</p> <p>FBID PUBLICATION (CONTINUED)</p> <p>b. Radio Propaganda Reports. This series presents integral studies of the total monitored propaganda relevant to particular events, intelligence problems, or operational requirements. Issued frequently but irregularly. File is maintained solely for retirement purposes.</p> <p>c. Broadcasting Stations of the World. Lists all known radio broadcasting and television stations of the world except those in the continental USA on domestic channels. Published annually. File is maintained solely for retirement purposes.</p> <p>d. Foreign Press Transmission Schedule. Schedule of foreign press radio transmissions showing location of station, area of its intended audience, time, days used, frequencies, words per minute [redacted]. File is maintained solely for retirement purposes.</p> <p>e. Program Schedule of Foreign Broadcasting Stations. Shows current location of each foreign broadcasting station or network, area of its intended listening audience, ownership, time, frequencies, languages and name of program. New material and revisions are issued regularly as "Station and Program Notes." File is maintained solely for retirement purposes.</p> <p>f. Press Scrutiny Project. These emphasis reports are prepared by [redacted] on selected items from the press pertaining to [redacted]</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p>	<p><i>Item 78 to be deleted - see Item 52 c</i></p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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79	DAILY REPORT (SUSPENSE COPY) <p>These are extra copies of the Daily Report maintained for reference and research purposes until bound copy is returned from Government Printing Office.</p>	26	Temporary. Destroy upon receipt of bound copy from Government Printing Office.
80	ECONOMIC ABSTRACT RAW COPY <p>Consists of the edited copy from which Economic Abstract Cards are prepared. Maintained for possible correction and reference purposes. Filed chronologically. (1955 to date)</p>	12.5	Temporary. Destroy after 6 months. <ul style="list-style-type: none"> a. Maintain a 2-month level in Publications Section. Transfer the 3rd month to the Library on receipt of current month. b. Maintain a 4-month level in Library. Destroy oldest month upon receipt of 3rd month.

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